

**DUNCTON PARISH COUNCIL PARISH COUNCIL MEETING (PCM) DRAFT MINUTES**

TUESDAY 1<sup>ST</sup> MARCH 2016 AT 19:00 - DUNCTON VILLAGE HALL

	<b>ACTION</b>
<p><b><u>PRESENT</u></b></p> <p>Cllr Marie Bracey, Chairman; Cllr Chris Davies; Cllr Peter Thomas; Cllr Patrick Darley; Cllr Vincent Leysen; Cllr Nicholas Moore; Parish Clerk &amp; Proper Officer Jane Landstrom</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <ul style="list-style-type: none"> <li>• John Elliott, Chichester District Councillor, Bury Ward</li> </ul>	
<p><b><u>001.16</u></b></p> <p><b>AGENDA ITEM 1: WELCOME AND TO RECEIVE &amp; APPROVE APOLOGIES FOR ABSENCE</b></p> <p>The Chairman welcomed everyone to the meeting and the following people send their apologies and were not present</p> <ul style="list-style-type: none"> <li>• Cllr Andrew Beadsley</li> <li>• Michael Brown, West Sussex County Councillor</li> </ul>	
<p><b><u>002.16</u></b></p> <p><b>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</b></p> <p>There were no declarations of interest in any of the agenda items.</p> <p>New declarations of interest forms were received by the Clerk from all Councillors.</p>	<p>Clerk to copy all new declarations of interest and send to CDC.</p>
<p><b><u>003.16</u></b></p> <p><b>AGENDA ITEM 3: MINUTES OF THE PREVIOUS MEETING HELD ON 5 JANUARY 2016 TO BE AGREED AND SIGNED AS A TRUE RECORD</b></p> <p>It was <b>RESOLVED</b> by all councillors that the minutes should be agreed and signed as a true record. Chairman Cllr Bracey duly signed the minutes.</p>	
<p><b><u>004.16</u></b></p> <p><b>AGENDA ITEM 4: COUNCILLORS &amp; CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING</b></p> <p><b>Signage at Seaford College for Lavington Park Houses</b></p> <p>The previous clerk Amy Harte received an email from Greg Burt, Head of Estates &amp; Operations at Seaford who said that Seaford are currently looking to upgrade their site signage once the review of their corporate branding is complete and already have on their radar to include the title of Lavington Park onto the main entrance sign.</p> <p><b>Playground safety checks now taken over by Nicky Fayers</b></p> <p>Amy Harte has given the keys for the bin and record books to her. Cllr Thomas who leads on the playground will get in touch with Nicky to ensure she is aware he is her contact within the PC.</p> <p><b>Neighbourhood watch article</b></p> <p>The article Cllr Darley wrote is in February's issue of the village news.</p> <p><b>Playground</b></p>	<p>Cllr Bracey to introduce Cllr Thomas to Nicky</p> <p>Clerk to</p>

<p>The Clerk has been in touch with Carl Jones from Hyde Martlett who has said they are happy to extend the playground and draw up an addition to the lease but require a copy of the original signed lease along with drawings / plan of exactly what the new playground improvements will involve.</p> <p>A copy of the signed lease has been obtained from the solicitors and the Clerk sent this to Carl on 11 February. She is discussion with Jilly Saunders from Playdale who has said that she will send through a new quote along with the new scale drawings which should be with the PC w/c 8 March. The Clerk is meeting her on 2nd March at the playground.</p> <p>A letter was received from Chichester District Council dated 2 Feb stating that the PC was unsuccessful in obtaining grant funding for the playground as it was felt the project was too premature in the process as permission and planning from the landowner had not been gained.</p> <p>Cllr Darley confirmed that he sprayed the playground with moss and weed killer but that it could do with a general tidy up. It was <b>RESOLVED</b> that the Clerk should get in touch with Clive Thorpe at Seaford who manages the Community initiative and ask that the playground be one of their projects.</p> <p>It was <b>RESOLVED</b> by all councillors to continue to progress the playground.</p>	<p><b>obtain drawings from Playsafe and liaise with Hyde Martlett to obtain an extension to the lease.</b></p> <p><b>Clerk to ask Seaford to include Playground in community initiative.</b></p>
<p><b>005.16</b></p> <p><b>AGENDA ITEM 5: COUNTY COUNCILLOR'S REPORT – MICHAEL BROWN</b></p> <p>Cllr Brown did not send a report and was not present at the meeting. It was <b>RESOLVED</b> that the only issue the PC want to raise with him if they are not cleared away over the next 2 weeks are the sandbags which have been left by WSCC near the leaning wall on the A285. The Clerk reported the sandbags via the Love West Sussex App on 23 Feb and recent status is – Enquiry Closed. Sent to WAO to pick up when there is a gang with TM in that area.</p>	<p><b>Clerk to contact Cllr Brown if sandbags not removed.</b></p>
<p><b>006.16</b></p> <p><b>AGENDA ITEM 6: DISTRICT COUNCILLOR'S REPORT – JOHN ELLIOTT</b></p> <p>Cllr Elliott thanked the PC for hosting the recent Village Design Statement (VDS) Meeting which was held on 22 February at Duncton Village Hall. Cllr Bracey, Cllr Thomas and Cllr Davies were in attendance. Cllr Elliott said he would support the PC as much as possible in putting together a VDS.</p> <p>Grants from David Hyland's team at CDC are still available.</p> <p>A communication regarding council tax is due to be issued from CDC shortly which will talk of a circa £5 rise per annum for Band D properties.</p> <p>District Councillors have been trying to influence the CDC planning meetings so planners take infrastructure properly into account and use specialist advisors where possible.</p> <p>Cllr Bracey raised a query over Downs View Farm where a new house was granted planning permission on the basis that the existing house was demolished. The new house has since been built however the old house hasn't been demolished. There was also a query over why the caravan still remained. Cllr Elliott advised to get in touch with Shona Archer from Planning Enforcement.</p> <p>Following pressure from district councillors, the Chief Executive of CDC has written a letter to the Prime Minister regarding the removal of the Old Court House in Chichester.</p>	<p><b>Clerk to get in contact with Shona Archer at CDC.</b></p>
<p><b>007.16</b></p> <p><b>AGENDA ITEM 7: ANNUAL PARISH MEETING – FORMAT &amp; AGENDA</b></p> <p>The date has been set for Tuesday 24 May at 7pm for a 7.30pm start in the Village hall. It was <b>RESOLVED</b> that the subjects should include Village Design Statement – gaining residents views, Policing, the Playground and village celebrations for the Queens' 90<sup>th</sup></p>	<p><b>Clerk to place advert in April edition of the Parish</b></p>

<p>Birthday.</p>	<p>magazine.</p>
<p><b>008.16</b></p> <p><b>AGENDA ITEM 8: REVIEW OF COUNCILLOR ROLES &amp; RESPONSIBILITIES</b></p> <p>The current Parish Council contact list was discussed and amended accordingly. Main changes include all councillors responsible for planning, Cllr Thomas to take responsibility for the playground and Cllr Moore to take responsibility for finance.</p>	<p><b>Clerk to update contact list and distribute to all councillors.</b></p>
<p><b>009.16</b></p> <p><b>AGENDA ITEM 9: REVIEW OF PROCEDURES</b></p> <p>The Standing Orders, Code of Conduct and Complaints Procedure were all reviewed and updated.</p> <p>It was <b>RESOLVED</b> by all councillors that the March 2016 versions should be adopted with immediate effect.</p>	<p><b>Clerk to distribute to all councillors</b></p>
<p><b>010.16</b></p> <p><b>AGENDA ITEM 10: INTERNET BANKING &amp; NEW SIGNING ARRANGEMENTS</b></p> <p>After much discussion and careful consideration, it was <b>RESOLVED</b> by all councillors that new signing arrangements need to be put in place to enable the move to Internet Banking.</p> <p>It was recognised that relying on cheque payments is becoming increasingly difficult especially since CDC have now stopped accepting them and only accept payment using a debit card over the phone or by bank transfer. Internet banking and changing signing arrangements is also something that is being encouraged by SALC (Sussex Association of Local Councils) in line with new NALC guidelines.</p> <p>There was discussion around whether or not only having one authorised signatory on the bank mandate would mean an increased risk of fraud or embezzlement but it was agreed that as long as the following procedures were adopted and reflected in a new set of Financial Regulations, this risk could be satisfactorily mitigated:</p> <ul style="list-style-type: none"> <li>• Before any payment can be made either by internet banking, debit card or cheque, all payments need to be authorised internally on the 'Approval of Payments Schedule' by any two councillors who are authorised signatories.</li> <li>• Cllr Moore who leads on finance will check the bank statements on a monthly basis to ensure that no payments have been made without prior authorisation.</li> <li>• A maximum of £1,000 will be kept in the current account at any one time and the rest will be kept in the savings account. This ensures that if the debit card is lost or stolen, the risk of losing all of the council funds is mitigated and limited to £1,000</li> <li>• The Council should ensure that they comply with the conditions of their insurance provider in respect of Employee Dishonesty Cover and the requirements for satisfactory references for the Responsible Financial Officer and electronic transfer controls. So long as the conditions are met, the Council are covered in the event of employee dishonesty.</li> </ul> <p>The current authorised signatories Cllr Bracey, Cllr Darley and Cllr Davies all signed a letter to the bank asking:</p> <ul style="list-style-type: none"> <li>• That the new mandate be applied to the account with immediate effect. There will now be 4 authorised signatories – the three councillors named above and the Clerk, Jane Landstrom on a one to sign basis.</li> <li>• For internet banking to be set up with immediate effect.</li> </ul>	<p><b>Clerk to ask bank to send statements to Cllr Moore.</b></p> <p><b>Clerk to ensure £1,000 is maintained and to transfer funds accordingly.</b></p> <p><b>Cllr Bracey to ensure insurance conditions are met.</b></p> <p><b>Clerk to send letter, signed mandate and debit card application to Barclays Bank, Chichester</b></p> <p><b>Clerk to prepare new financial regulations</b></p>

<ul style="list-style-type: none"> <li>• For a new debit card to be issued to the Clerk and the existing one in Cllr Bracey's name be cancelled with immediate effect.</li> <li>• For an instant access savings account to be set up to run alongside the current account.</li> </ul> <p>It was <b>RESOLVED</b> by all councillors that the Financial Regulations be updated as of March 2016 and that the Clerk should amend them taking the above into consideration.</p>	<p><b>for the council to agree with immediate effect.</b></p>
<p><b><u>011.16</u></b></p> <p><b>AGENDA ITEM 11: WESBITE REVIEW</b></p> <p>After speaking to Martin Able, the web designer who built the current website, the Clerk put together a paper (Website Options – Feb 2016) comparing the pros and cons and costs associated with 3 website options – either to do nothing, build a new site using Word Press or build a new site using Google Sites.</p> <p>After discussion, it was <b>RESOLVED</b> that the best option is to build a new site using Google Sites whilst maintaining our current domain name <a href="http://www.duncton.org">www.duncton.org</a> and email <a href="mailto:clerk@dunton.org">clerk@dunton.org</a></p>	<p><b>Clerk to design new architecture and start to build new site.</b></p>
<p><b><u>012.16</u></b></p> <p><b>AGENDA ITEM 12: VILLAGE MATTERS</b></p> <p><b>Queens 90<sup>th</sup> Birthday Celebrations</b></p> <p>It was <b>RESOLVED</b> that a BBQ for the village will be held at the Village Hall on Saturday 11<sup>th</sup> June in the late afternoon. The village hall committee would be the main organising body, with the Church and the PC also getting involved. The Church has suggested that representatives from the Church, PC and Village Hall meet on Wed 16 March to talk through the detail.</p> <p>The Clerk mentioned that an email from CDC has been received stating that £250 is available in order to create or support a community event to celebrate this occasion. It was <b>RESOLVED</b> that we should make use of this and it was agreed that Cllr Bracy would provide the information for the Clerk to send back to CDC before the 27th May deadline.</p> <p><b>Church Signs</b></p> <p>Louise Hartley from the Church had approached the PC as the Church wants to erect a permanent sign on the roadside. WSCC have advised that any signs on the roadside need to meet regulations and have to be ordered through themselves. A simple sign pointing in 1 direction would cost circa £500 for design and installation including the post which neither the Church nor PC have the resources to fund. The Church have now decided to site the sign on private land away from the road.</p> <p><b>Footpaths</b></p> <p>The Clerk received an email from Nick Scott at WSCC stating that access from FP716, onto BW726, has moved by a couple of metres but that this was done after discussion between himself and the Barlavington Estate. Although moving rights of way does require a legal order, Nick is satisfied that the Estate have not moved the line from the recorded legal line on the maps and it has allowed better pedestrian access therefore Nick feels no action is required and does not feel that an offence has been committed. It was <b>RESOLVED</b> that the PC agreed with Nick's decision and that no further action is required.</p> <p>Nick Scott informed the Clerk that a routine maintenance inspection took place during January and has shared the report detailing the outstanding issues in the parish. Some of the issues are to be addressed by WSCC routine maintenance contractors (those issues that fall within the legal responsibility of WSCC as highways authority for example, signage, surface clearance and bridge structures) and others relate to those issues that are landowners responsibilities such as side vegetation, tree clearance and structure repair or</p>	<p><b>Cllr Bracey &amp; Cllr Darley to attend meeting on 16<sup>th</sup>.</b></p> <p><b>Cllr Bracey to provide information to Clerk before 27<sup>th</sup> May.</b></p> <p><b>Clerk to inform both Nick Scott &amp; John Mayes that the PC agree with the decision.</b></p> <p><b>Clerk to send report to John Mayes and ask Nick Scott that we be kept informed.</b></p>

<p>replacement (Stiles and gates). All items for the contractor will be addressed when they visit the parish during March and the landowner issues will be addressed in line with Countywide priorities.</p> <p><b>Storytelling at the Cricketers</b></p> <p>An email from Clive Thorpe at Seaford has been received about an upcoming event he is holding at the Cricketers on Wed 9 March from 8pm to include food.</p> <p><b>Tree Council</b></p> <p>Clerk in touch with Ana Figueiredo chasing the plaque for the tree planted in Willet Close. Still awaiting a response from 3 emails now sent.</p>	<p><b>All Cllrs to respond to Clive directly if they are attending.</b></p> <p><b>Clerk to monitor and chase.</b></p>
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<p><b>013.16</b></p> <p><b>AGENDA ITEM 13: PLANNING</b></p> <p><b>Village Design Statement (VDS)</b></p> <p>After attending the VDS meeting on 22 February, Cllr Bracey, Cllr Davies and Cllr Thomas proposed to the council that Duncton should draw up a VDS as opposed to a Neighbourhood Plan (NP). They commented that the advice Chris Paterson from SDNPA gave was that as Duncton has no designated housing development, there isn't a requirement to do a NP which is a substantial investment in terms of man hours and cost.</p> <p>It was <b>RESOLVED</b> that Duncton should have a VDS as it will be a useful aid to planning officers. The VDS needs to be written by mid-2017 once the SDNPA Plan has been approved and it was agreed that the first step is to introduce the VDS to the Parish at the APM on 24 May and see if there is interest from local residents to work with the PC in producing one.</p> <p><b>Applications and SDNP decisions 6 Jan – 1 March 2016</b></p> <p><b>Following the Planning Meeting on 10 February 2016 which was attended by Cllr Nick Moore, Cllr Peter Thomas, Cllr Vince Leyson, Cllr Chris Davies, Cllr Andy Beadsley and Cllr Marie Bracey; the following comments were inputted onto the SDNPA Public Access System:</b></p> <p><i>SDNP/16/00186/HOUS - 17 Willett Close Duncton West Sussex GU28 0LA</i></p> <p><i>After careful consideration, the Parish Council are neutral with regards to the 2 story side extension and understand that a precedent has already been set as a similar extension has already been done in Willet Close.</i></p> <p><i>With regards to the detached outbuilding, the Parish Council object to this because its proposed position is in front of the building line of the neighbour (no.16). It is also out of character to the rest of the buildings on the Close.</i></p> <p><i>With regards to the sensory shed, the Parish Council are neutral.</i></p> <p>Since the comments were inputted, the Planning Officer has amended the description to:</p> <p>Two storey side extension with balcony to south west elevation, detached outbuilding with flue for ancillary accommodation to south west and separate sensory shed to the front garden and canopy to existing front elevation.</p> <p>This was because she felt it didn't properly reflect the extent of the works proposed and has extended the time for comments. After discussion it was <b>RESOLVED</b> that the original comments the PC submitted need not be changed.</p> <p><i>SDNP/16/00310/FUL- EE Ltd, Orange Telecommunications Mast, Littleton Farm A285 Selhurst Park Road to Droke Lane Upwaltham West Sussex GU28 0LX</i></p> <p><i>After consideration the Parish Council support this application and welcome the improvement of mobile signal strength that it should hopefully bring.</i></p> <p><b>Approved applications:</b></p> <p>SDNP/15/05814/FUL- Flat 9 Willett Close Duncton West Sussex GU28 0LA. Replacement of</p>	<p><b>Cllr Davies to introduce and talk about at the APM.</b></p> <p><b>Clerk to book hall and send agenda</b></p>
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windows and doors. Approved 12 Jan 2016

**New applications:**

SDNP/16/00606/LIS and SDNP/16/00605/HOUS - The Old Smithy, Old Church Lane Duncton West Sussex GU28 0LT. LISTED BUILDING: Internal and external alterations. Comments due by 16/03/16.

The Clerk forgot to download the documents so it was agreed to meet on Mon 7 March at 4.30pm in the village hall to discuss.

to all  
Cllrs  
request  
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they  
attend.

**014.16**

**AGENDA ITEM 14: FINANCE AND CLERKS REPORT**

It was **RESOLVED** by all councillors that the five payments detailed below should be paid.

TO	DETAIL	AMOUNT
Chichester District Council (by phone -debit card)	Recharge for Parish Election 2015	£141.80
Jane Landstrom, Clerk (by cheque)	Office Allowance 1 Jan 2016 - 30 June 2016 @ £30 mth	£180.00
Jane Landstrom, Clerk (by cheque)	Jan, Feb & March Salary (see below)	£1,057.50
Amy Harte (by cheque)	Jan & Feb Salary (see below)	£246.24
Amy Harte (by cheque)	Jan & Feb Expenses (see below)	£36.18

**Amy Harte Salary & Expenses 01/01/16-29/2/16**

LCP Scale 21 per SALC Payment Schedule per hour		£ 10.26
Total number of hours worked in Jan/Feb 2016	Jan; 24	24.00
Total salary for Jan/Feb 2016		£ 246.24
Less income tax for Jan/Feb 2016		
<b>Total salary to clerk for Jan/Feb 2016</b>		<b>£ 246.24</b>

<b>Amy Harte Expenses</b>		
Office allowance Jan/Feb 2016 (@ £13.09 pcm)		£ 26.18
Broadband Jan/Feb 2016 (@ £5.00 pcm)		£ 10.00
<b>Total Expenses</b>		<b>£ 36.18</b>
<b>Total Salary/Expenses due to A Harte for this period</b>		<b>£ 282.42</b>
<b>Total PAYE due to HMRC</b>		<b>£ -</b>

**Clerks Salary & Expenses 01/01/16-29/2/16**

LC2 Scale 31 as per contract of employment		£ 14.10
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Total number of hours worked in Jan/Feb 2016 (25 per month)	75	75.00	Clerk to obtain quotes for next meeting. Clerk to send details to Cllr Thomas and Cllr Moore. All Cllrs to read new Guide.
		£	
Total gross salary for Jan, Feb & March 2016		1,057.50	
Less income tax for Jan/Feb 2016		£ -	
<b>Total salary to clerk for Jan/Feb 2016</b>		<b>£1,057.50</b>	
<b>Clerk's Expenses</b>			
Nil			
		£	
<b>Total Expenses</b>		-	
		£	
<b>Total Salary/Expenses due to J Landstrom for this period</b>		<b>£1,057.50</b>	
		£	
<b>Total PAYE due to HMRC</b>		-	
<b>Clerks Pay</b>			
HMRC Software only allows quarterly or monthly salary payments and Clerk requested that the PC pay her quarterly on the following basis:			
<b>Pay Date</b>	<b>Months it covers</b>		
1 March 2016	Jan, Feb & March		
5 July 2016	April, May & June		
6 September 2016	July, August & Sept		
10 January 2017	Oct, Nov & Dec		
Contracted to do 25 hours month @ £14.10 hr = £352.50 month / £1,057.50 quarter.			
It was <b>RESOLVED</b> that £1,057.50 should be paid to the Clerk as detailed above.			
<b>Insurance</b>			
Due for renewal 31 May, so Clerk will shop around for best price and also update asset register.			
<b>Training</b>			
The Clerk has booked Cllr Peter Thomas and Cllr Nick Moore on to the new councillor training at Chichester Park Hotel, 23 June, 14.00-17.00. All other Councillors confirmed they did not want to attend any training.			
<b>Good Councillor Guide</b>			
NALC have published a new and updated 2016 edition of the Good Councillor Guide which the Clerk circulated.			
<b>015.16</b>			
<b>AGENDA ITEM 15: COUNCILLORS REPORTS</b>			
Cllr Davies attended the recent North east Parishes Forum Meeting and reported that the main topic discussed was the change in Policing and how most Parishes can't afford to pay for their own Wardens. Agreed that Cllr Bracey & Cllr Davies would attend upcoming meeting with Katy Bourne on Tues 5 April.			
Cllr Thomas has been looking into the possibility of having a defibrillator in Duncton and is now leading on this after speaking with Louise Exall. The Badgers have indicated that they will kindly pay for this and locations including outside the Cricketers and by the noticeboard at the bus stop			
Cllr Thomas to progress			

<p>are being considered. Main consideration is power source and Cllr Thomas will contact Scottish &amp; Southern Electric to see if power is possible next to the layby. It was agreed that an AED (Automated External Defibrillator) suitable for children due to its proximity to the school should be purchased.</p>	
<p><b>016:16</b></p> <p><b>AGENDA ITEM 16: CORRESPONDENCE FILE &amp; INVITATIONS RECEIVED</b></p> <p><b>Meeting with Nick Herbert in Petworth</b></p> <p>Afternoon Friday 11th March Sent: March 1, 2016 From: Rebecca Knifton, Town Clerk</p> <p><b>Safer West Sussex Partnership Survey 2016 – Chichester</b></p> <p>Sent: February 29, 2016 From: Community Safety &amp; Wellbeing</p> <p><b>Community Forum meeting - local policing issues with Katy Bourne</b></p> <p>7pm, Tues 5 April Sent: February 29 2016 From: Shona Turner, CDC</p> <p><b>North Chichester County Local Committee</b></p> <p>Monday 21 March 2016, 7pm, Fernhurst Primary School Meet your local county councillors (Poster put on noticeboard)</p> <p><b>West Sussex County Council Road Safety Framework – Consultation</b></p> <p>Sent: February 22, 2016 From: Highways, WSCC</p> <p><b>Community Support Teams Consultation and Future Partnership Working</b></p> <p>Sent: February 10, 2016 From: Johnathan Ulmer, Head of Highways</p>	<p>Cllr Bracey to attend</p> <p>Cllrs to complete if they wish</p> <p>Cllrs Bracey &amp; Davies to attend</p> <p>Cllr Davies to attend if agenda felt relevant</p> <p>Cllrs to complete if they wish</p> <p>Cllrs to complete if they wish</p>
<p>The meeting closed at 21.41 hrs.</p> <p><b>The next Full Council meeting will be held on Tuesday 3 May 2016, 19:00 at Duncton Village Hall.</b></p> <p><b>The next planning meeting will be held on Tuesday 5 April 2016, 16:30 at Duncton Village Hall.</b></p>	
<p><b>Village Hall Report</b></p> <p>Oil leak has been fixed and smell gradually going away.</p> <p>Grants are being sourced for help lay a new floor and the hall is due to be decorated.</p> <p>The Road leading up to the hall is being repaired jointly by the Village Hall, Croquet Club &amp; residents from 9<sup>th</sup> March.</p> <p>A new sign for the main road is being sourced.</p>	



<p>There are 8 wedding celebrations already booked for this year.</p> <p>The Village Hall Committee is now up to full strength as two new members have joined – Nicky Moore and Tom Cole.</p>	
<p><b>These minutes are an accurate record of the meeting</b></p> <p>Signed:</p> <p>Name &amp; Position:</p> <p>Date:</p>	

DRAFT